



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5019) Claim Auditor - Operations
Bureau - (Fiscal Program)

Position #:

051-641-1771-903

Salary Range:

\$2,860 - \$3,580

Issue Date:

10/17/2014

Contact:

Laura Nicholls, (916) 323-1598

Location:

Division of Audits
3301 C Street, Suite 705
Sacramento, CA 95816

Final Filing**Date:**

October 31, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
3301 C Street, Suite 705
Sacramento, CA 95816

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction provided by a Principal Claim Auditor, the incumbent will audit claims for payment for legitimacy, compliance with provisions of the law, applicable regulations, and state practices.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Audit claims for payment from the State Treasury. Audit procedures consist of determining legal authority to incur financial obligations, that claims are charged against the proper appropriations, claims comply with contract terms, CalHR, California Victim Compensation and Governmental Claims Board, and other regulatory and statutory provisions, claims are supported by evidence, work was performed or goods delivered, and expenditures are proper in regard to the programs of the agency submitting the claims.
- Review contracts and contract amendments, and prepare brief of provisions for entry into a contracts database for use in reviewing claims for payment of contracts. Post contract payments to the contracts database to ensure that total payments claimed do not exceed total contract amount.
- Perform research using the State Constitution, State and Federal statutes, opinions of the Courts and Attorney General, California Administrative Code, and SCO opinions, to answer questions that arise in the course of reviewing claims for payment.
- Prepare written summaries of claim corrections for errors for lead auditor review; prepares claim correction and claim rejection letters to agencies setting forth reasons for correction or rejection.

Please write "051-641-1771-903" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)
FREE PARKING

Desirable Qualifications:

- Strong organizational skills and a commitment to provide quality customer service
- Excellent attendance and dependability
- Ability to use tact and good judgment
- Ability to demonstrate a positive attitude and communicate effectively
- Ability to be flexible in response to changing workload
- Ability to work within a team setting

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12